

SUBJECT: ARCHITECT-ENGINEER 2013 ENVIRONMENTAL SERVICES (A-E13ES): TITLE I, TITLE II, AND OTHER ARCHITECT-ENGINEERING SERVICES TO ADMINISTER, COORDINATE AND TECHNICALLY SUPPORT ENVIRONMENTAL PROGRAMS OF INTEREST TO THE GOVERNMENT

POC: Source Selection Organizational Mailbox at ([772ess.pkb.4pae13@us.af.mil](mailto:772ess.pkb.4pae13@us.af.mil)).

### **CONTRACT INFORMATION**

**NAICS 562910 (Environmental Remediation Services)** applies to this acquisition, with a size standard of 500 employees. The 772 Enterprise Sourcing Squadron (ESS) in conjunction with the Air Force Center for Engineering and the Environment (AFCEE), Lackland Air Force Base, TX, desires to contract with Architect-Engineer (A-E) firms to perform Title I, Title II, and other A-E services to administer, coordinate, and technically support environmental programs of interest to the Government worldwide.

These programs could include work in remote, austere and/or hostile locations, but would primarily be on locations at Air Force installations in the 50 United States. The work includes all efforts necessary to manage and execute Title I, Title II, and other A-E services primarily for environmental projects including planning and programming, restoration, quality (compliance and pollution prevention), and conservation. Reference Attachment 3, A-E13ES SOW.

These resulting contracts are the follow-on to the existing AFCEE A-E services contracts known as 4PAE08. The Brooks Act selection procedures, implemented according to FAR Subpart 36.6, will be used to competitively award approximately ten (10) to fifteen (15) indefinite delivery/indefinite quantity (ID/IQ) contracts. Approximately three (3) to five (5) of these contracts may be awarded as full and open competition. Approximately three (3) of these contracts may be awarded as competitive small business set-aside. Approximately two (2) of these contracts may be awarded as competitive 8(a) set-aside. Approximately one (1) of these contracts may be awarded as competitive SDVOSB set-aside. Approximately one (1) of these contracts may be awarded as competitive HUBZone set-aside. AFCEE reserves the right to adjust total awards based on the quality and quantity of proposals received. Based on historical usage rates, as well as projected needs, this requirement will have an estimated program ceiling of \$500M. The total dollar value of all orders placed on all contracts awarded will not exceed the total program ceiling. The dollar amount of orders placed on any one contract cannot be determined in advance. There is a minimum order amount guarantee of \$3,000 per contract, which will be issued at contract award.

**Firm must clearly state the choice of competition (full and open, small business set-aside, 8(a) set-aside, SDVOSB set-aside or HUBZone set-aside) in the cover letter with their submittal. A small business, 8(a), SDVOSB, or HUBZone Firm may compete under more than one competition only if clearly stated in the cover letter. All prime Firms shall submit only one qualifications package regardless of choice of competition.**

Each proposal shall be evaluated only one time. Evaluations will be made based on declaration in the cover letter only. If no declaration is present, the submittal shall be evaluated under the full and open competition only. Each Firm may only receive a maximum of one prime contract award.

Large business firms must comply with FAR 52.219-9 “Small Business Subcontracting Plan”. The subcontracting goals/targets for the A-E13 program are as follows:

|   |  |
|---|--|
| Small Business                                | 15 % of total awarded or obligated dollars |
| Small Disadvantaged Business                  | 5% of total subcontracted dollars          |
| Woman Owned Small Business                    | 5% of total subcontracted dollars          |
| HUBZone Small Business                        | 3% of total subcontracted dollars          |
| Service Disabled Veteran Owned Small Business | 3% of total subcontracted dollars          |
| Veteran Owned Small Business                  | 3% of total subcontracted dollars          |

The subcontracting plan **IS NOT** required as part of this submittal. The subcontracting plan will be requested with the RFP.

Each basic ID/IQ contract will have a basic ordering period of five (5) years with the period of performance extending two years beyond the ordering period. The basic ID/IQ contract will be structured to allow for the issuance of Cost Plus Fixed Fee (CPFF) and Firm Fixed Price (FFP) task orders. The task orders will be used to direct performance of the required effort.

All contracts awarded under this announcement are subject to an Organizational Conflict of Interest (OCI) Clause. **Firms are advised to review the referenced OCI clause under Attachment 4 of this synopsis and include acknowledgement and statement of understanding of the OCI clause. Failure to include this signed statement in the SF 330 will negate consideration of the firm for this solicitation. Failure to include this signed statement in the SF 330 will negate consideration of the firm for this solicitation.**

Teaming Agreements. The prime Firm shall provide a statement in the cover letter confirming executed teaming agreements are in place for all team members on proposal. The statement shall also list all team members. Contractor team arrangements are defined as (1) a partnership or joint venture between two or more companies or (2) an agreement for a specific government opportunity between a potential prime contractor and one or more companies that are potential subcontractors.

An Ombudsman has been appointed to hear concerns from Firms or potential Firms during the submittal development phase of this acquisition. The purpose of the Ombudsman is not to diminish the authority of the program director or contracting officer, but to communicate Firm concerns, issues, disagreements, and recommendations to the appropriate government personnel. When requested, the Ombudsman will maintain strict confidentiality as to the source of the concern. The Ombudsman does not participate in the evaluation of A-E submittals or elsewhere in the acquisition process. Interested parties are invited to call the appointed Ombudsman, Mr. Robert C. Shofner, Enterprise Sourcing Group, 1940 Allbrook Dr., Wright Patterson AFB, OH 45433. Contact phone is: (937) 257-8980.

## **REQUIRED SERVICES**

**Title I Services** include services related to a specific environmental construction project and consist of conducting field surveys and investigations to obtain design data and preparing contract plans, specifications, cost estimates, and estimated construction periods of performance. Title I services may include all aspects of design such as preparation and/or review of contract plans, specifications, scheduling, cost estimates, commissioning services and preparation of operating and design manuals. Title I efforts also encompass those efforts required to support and develop design work, including planning and programming, program management, project scoping, studies, investigations, evaluations, consultations, conceptual design, value engineering, and operation, monitoring, topographic survey services, optimization of environmental treatment or control systems, fuel facilities and infrastructure systems

**Title II Services** include services related to a specific environmental construction project and consist of supervision and inspection of construction. Title II services may include all aspects of construction quality assurance and oversight of environmental projects.

**Other A-E Services** include Services that are design and construction-related, but are not connected with a specific environmental project. The services may consist of a full range of environmental services to include support necessary for the implementation of restoration, quality (pollution prevention and compliance) and conservation environmental projects. These efforts include planning and programming, program management, scoping, studies, risk assessments, operations support, EMS and compliance assessments, investigations, evaluations, consultations, conceptual design, value engineering, operation, monitoring, and optimization of environmental treatment or control systems.

## **SELECTION CRITERIA**

Each Firm must demonstrate their qualifications (including subcontractors) with respect to the selection criteria listed below. Evaluation criteria (1) through (5) are of equal importance; criterion (6) is of lesser importance than criteria (1) through (5) and criterion (7) is of least importance and will be used as a tiebreaker among technically equal firms. SF-330s will be evaluated to determine the most highly qualified firm/team based on submitted SF-330 responses. Failure to provide requested data or comply with the instructions in this Synopsis (including attachments) could result in a firm being considered less qualified or being eliminated from consideration. Specific evaluation criteria include:

- (1) Professional qualifications necessary for satisfactory performance of required services;
- (2) Specialized experience and technical competence in the type of work required, including where appropriate, experience in energy conservation and pollution prevention;
- (3) Capacity to accomplish the work in the required time;
- (4) Past Performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;

- (5) Location in general geographical area of the project and knowledge of the locality of the project provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project;

Secondary Factors:

- (6) Performance Against Small Business Subcontracting Plans (Secondary Factor)  
(7) Volume of Work (Secondary factor)

- (1) **Professional Qualifications.** SF 330, Part I, Block E. Firms will be evaluated in terms of proposed key personnel and technical teams professional registration, competence, related experiences to accomplish this work, education, and years with the company. Key personnel are individuals who will have major contract or project management responsibilities and/or will provide unusual or unique expertise. Failure to provide a balanced workforce in the disciplines listed could result in the firm being considered not qualified. Show brief resumes of the offeror's key personnel to be assigned to this contract. The combination of criteria below will be used to determine the ability of the staff to contribute to the successful completion of project task orders.

- (a) Demonstration of professional qualifications in these primary disciplines (list professional registrations/certifications, if applicable)

- i. Architecture
- ii. Civil Engineer
- iii. Construction Inspector (quality assurance)
- iv. Environmental Engineer
- v. Risk Assessment
- vi. Toxicology
- vii. Archaeology
- viii. Biology
- ix. Project Manager
- x. Geology
- xi. Cost Engineer/Estimator
- xii. Hydrogeology
- xiii. Landscape Architect

- (b) Experience on federal programs or comparable private or public sector programs, related to A-E13ES SOW requirements;
- (c) certification/licensing;
- (d) years with company;
- (e) education.

- (2) **Specialized Experience and Technical Competence.** SF-330, Part I, Section F. Firms/teams will be evaluated on specialized experience and technical competence in the performance of services similar to those anticipated under this contract in terms of recent and relevant experience with regard to the project examples listed below as well as demonstrated experience with DoD facility design and construction inspections services. Firms shall list only current projects or projects completed by the Offeror(s) in the past five years from date of this synopsis. Evaluation

will consider relevancy of projects identified. A minimum of half of the required example projects must be completed by the prime. Projects completed more recently will be evaluated more advantageously. These projects should show scope and nature similar to the example projects listed below, and include project scope, project size, project cost (not A-E fees but total cost of example project for example, \$200M Hospital project), principal design elements and features, include specific innovative or specialty environmental design features, design relevancy of example project to this contract, specific project support expertise, complexity of the job, challenges faced, actions taken and the resolution and results of any challenges faced. For submittal purposes, each task order on an IDIQ contract is considered a project. Do not list an IDIQ contract as an example of a completed project. Instead, list the relevant completed or substantially completed task order(s) or single contract. Examples of work submitted that do not meet this requirement will not be evaluated. Failure to provide requested data, accessible points of contact or valid phone numbers could result in a firm being considered less qualified and eliminated from further consideration. Identify any key personnel in SF-330, Part I, Section G that worked on the example projects and their role. Specialized experience and technical competency will be for ability to support the broad range of work required for this contract as demonstrated by firm's example projects:

- (a) Title I, Design: Provide one (1) project that best demonstrates this competence - design for environmental remediation including operation, monitoring and optimization of environmental treatment or control systems.
- (b) Title II, Inspection: Provide one (1) project that best demonstrates this competence - construction oversight of environmental project, addressing quality assurance, project files, schedule analyses, construction contractor performance, and submittal reviews for environmental construction project.
- (c) Other A-E Services
  - i. Environmental restoration, provide two (2) projects that best demonstrate this competence – one (1) showing the ability to support the CERCLA/RCRA process from Preliminary Assessment up to Record of Decision (ROD) and Decision Documents (DDs), and one (1) showing the ability to conduct 5-year reviews;
  - ii. Conservation and Planning, provide two (2) projects that best demonstrate this competence – one (1) project showing the ability to support Environmental Impact Analysis Process (EIAP) (Environmental Analysis, Environmental Impact Statements, or Environmental Reports), and one (1) project showing the ability to support Integrated Natural Resource Management Plan (INRMP);
  - iii. Environmental Quality, provide two (2) projects that best demonstrates this competence – one (1) project showing the ability to support a compliance program, and one (1) project showing the ability to support a pollution prevention (P2) program;

- (3) **Capacity.** Within the SF-330, Part I, Block H, demonstrate how the firm(s) will manage, coordinate and administer the work within the prime and among any teaming partners. Firms

with greater capacity shall be given more consideration in the selection process. Teaming partners to be included by the prime contractor in their response should be clearly identified as such for evaluation purposes and will later be agreed to during negotiations of any resultant contract. SF 330, Part II, Block 11 and the CONUS/OCNUS information requested under criteria (5) to be provided in SF 330 Block H will also be evaluated to assist in determining this factor. SF 330 Blocks C, D, and F will also be evaluated to support this criterion. SF 330, Part IIs shall be provided for the specific prime office expected to lead this effort and teaming partners proposed to perform the work. In Block 9c(1), enter the total number of employees for the firm and in Block 9c(2) enter the total number of employees for this office. Responses will be evaluated to determine the following requirements:

- (a) capacity to perform work in-house and with teaming members;
- (b) ability to support concurrent and geographically dispersed multimillion-dollar costs (not A-E fees) as demonstrated through firm's management approach
- (c) strength of project management to include administrative, communications, project tracking, and issue resolution within prime and among teaming members;
- (d) demonstrate active on-going CONUS (domestic) work; (Address current dollar value of work of the Team, established Team and Prime offices that can support such work and work requirements outlined in the A-E13ES SOW, and management approach to your on-going work.)
- (e) demonstrate active on-going OCNUS (foreign) work; (Address current dollar value of work of the Team, established Team and Prime offices that can support such work and work requirements outlined in the A-E13ES SOW, and management approach to your on-going work.)

(4) **Past Performance.** SF330 Block H. For the example projects provided under Specialized Experience and Technical Competence, cite past performance in terms of cost control, quality of work and compliance with performance schedules. In addition to past performance information provided, evaluation will include information available within the DoD, Federal, state, private industry or other sources. The firm shall provide reference information to include project name, contract number, point of contact, current phone number and email address for each project provided under Specialized Experience and Technical Competence. In addition to the information listed above, forward the Past Performance Questionnaire under Attachment 2 of this synopsis, to each project POC. Also include any ratings, letters of appreciation or performance, awards etc., for relevant experience. Responses will be evaluated to determine:

- (a) ability to maintain cost, schedule and quality;
- (b) customer satisfaction.

(5) **Location.** SF-330, Part I, Block H. The board will evaluate a firm's familiarity with conditions or specific state or country requirements. Examples include knowledge of, and experience dealing with, the regulatory agencies, geological features, logistics, climatic conditions or local construction methods, culture, customs and languages that are unusual or unique.

**Secondary Factors:** SF-330, Part I, Block H. Secondary factors will not carry greater significance to technical evaluation factors and past performance.

**(6) Performance Against Small Business Subcontracting Plans (Secondary Factor: *Applies to large business firms only*).** Firms will be evaluated in terms of their ability to meet Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Historically Underutilized Business Zone Small Business (HUBZoneSB), Veteran-Owned Small Business (VOSB), Service Disabled Veteran Owned Small Business (SDVOSB), and if applicable, Historically Black Colleges or Universities and Minority Institutions (HBCU/MI) goals in past contracts of similar type and size. Firm shall provide historical data on utilization of SB, SDB, WOSB, HUBZoneSB, VOSB, and SDVOSB. Large Business firms shall submit three (3) “final” or “most recent” (within three years of date of this synopsis) Individual Subcontracting Report (ISRs) for similar contracts of relative size which show compliance with utilizing the various types of small business forms noted above. If ISRs are not “final” or “most recent” they will not be considered. If ISRs were not applicable to the similar contracts noted, large business firms shall submit other comparable or commercial equivalent documentation which shows their utilization of the various types of small businesses. Firms with better performance against the goals of the small business subcontracting plans will be rated higher.

**(7) Volume of Work (Secondary factor).** Firm shall clearly identify, in table format similar to SF 330, Part II, Block 11, the volume of DOD work, volume of CONUS work, and volume of OCONUS work for the prime Firm. Amounts should represent the total amount of any DOD contract vehicle in which obligation of funds has occurred in the previous 12 months from the date of this announcement. Note that the volume of CONUS/OCONUS is for all work (federal, DOD, and other). Firms with less past DOD work will be rated higher.

**Interviews:** The evaluation board may interview firms during the final selection process. Information to be provided will be determined at the time the decision is made to hold interviews.

### **SUBMISSION REQUIREMENTS**

**One proposal package shall be submitted in accordance with all submittal requirements outlined under Attachment 1, A-E13ES Submission Requirements.**

**Firms are strongly advised to adhere to all the submission requirements outlined under this synopsis. Reference Attachment 1, A-E13ES Submission Requirements for specific details and instructions on SF330 submission requirements and submission page number limitations.**

**All SF330 submissions shall be delivered no later than 3:00p.m. CDT on XX Jul 2012 to:**

**Incoming USPS:**

772 ESS/PKB  
2261 Hughes Ave, STE 163

Lackland AFB TX, 78236-9853  
**Physical Delivery (UPS, FedEx, hand carry, etc.)**

772 ESS/PKB  
3515 S General McMullen  
San Antonio TX 78226-2018

**NOTE: The two above addresses are not interchangeable**

The original hard copy takes precedence in the event of discrepancies between the original hard copy and electronic copy.

Personal visits to discuss this announcement **WILL NOT BE SCHEDULED**. POINT OF CONTACT: Source Selection Organizational Mailbox at ([772ess.pkb.4pae13@us.af.mil](mailto:772ess.pkb.4pae13@us.af.mil)).

Interested firms should state in **SF 330 Block 5b** if they are a **small business according to the current size standard as defined in FAR Part 19** for NAICS 562910, Environmental Remediation Services, size standard of 500 employees. All technical and contractual matters should be addressed through the source selection organizational mailbox ([772ess.pkb.4pae13@us.af.mil](mailto:772ess.pkb.4pae13@us.af.mil)).

#### **A-E13ES Attachments**

- 1 – A-E13ES Submission Requirements
- 2 – A-E13ES Past Performance Questionnaire
- 3 – A-E13ES SOW
- 4 – OCI Clause (**TBD**)